

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
April 6, 2021**

ITEM A. CALL TO ORDER

This was the thirteenth meeting which was held in a virtual venue due to the requirements and guidelines from Governor Michelle Luján Grisham’s office regarding the COVID-19 pandemic which allowed for 30 or less to attend in-person. Social distance and other safety measures were observed. The New Mexico Attorney General’s guidance for the meeting, in compliance with the Open Meetings Act, were followed.

Chairman Rasor called the meeting to order at 7:10 p.m. The following members were present:

Joseph Rasor, Chairman
Hoskie Benally, Jr., Vice Chairman
R. Shane Chance, Secretary
Evelyn Benny, Member
Byron Manning, Member
John Thompson, Member
Valerie Uselman, Member

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance via Zoom Webinar included: Dr. Toni Pendergrass, Edward DesPlas, Boomer Appleman, Adrienne Forgette, Karen Acree, Elaine Benally, Don Beauregard, Jill Bishop, Josh Bishop, Debbie Chalmers, Alicia Corbell, Sherri Cummins, Gayle Dean, Katherine Elliott, Kristie Ellis, Sandy Gilpin, Chris Harrelson, Kenny Hibner, John Hoff, Kris Kraly, Karen Krob, Roy Lytle, Ron Jernigan, Kerri Langoni, Robert Martinez, Steve Miller, Michael Ottinger, Jeff Parkes, Sherry Paxson, Elizabeth Phelps, Shelley Pickett, Eddy Rawlinson, Lorenzo Reyes, Amanda Robles, Chris Rosen, Rhonda Schaefer, Linda Schwinghammer, Paulette Stanley, Vanessa Tafoya, Carrie Tsosie-Jim, and Donna Ellis, Board Recorder

Guest(s): Samantha Bell, Dr. Brad C. Phillips

ITEM C. ADOPTION OF AGENDA

Mr. Thompson moved and Mr. Chance seconded to adopt the agenda as presented. **MOTION CARRIED** by unanimous roll call vote.

ITEM D. REPORTS

1. Monthly Presentation

Dr. Brad Phillips, President/CEO and Caring Campus Coach from the Institute of Evidence-Based Change will present a plaque to the Board of Trustees in recognition of San Juan College's participation in the Caring Campus initiative.

iCare Minute Video

The iCare Minute Video featured Emin Chee one of our Native American-Serving Nontribal Institutions (NASNTI) Program Pathways Coaches from the Student Achievement Center.

2. Association Reports

Support Staff Association representative, Ms. Melissa Lillie, provided the Board with a report via Zoom.

Student Association representative, Ms. Samantha Bell, provided the Board with a report via Zoom.

Faculty Association representative, Ms. Sherri Cummins, provided the Board with a report via Zoom.

Professional Association representative, Ms. Amanda Robles, provided the Board with a presentation via Zoom.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. March 2, 2021 Work Session Minutes

The March 2, 2021 Work Session Minutes were presented in the Board Packet for approval.

2. March 2, 2021 Board Meeting Minutes

The March 2, 2021 Board Meeting Minutes were presented in the Board Packet for approval.

3. Correspondence

None.

4. Financials

Financial reports for the month ended February 28, 2021 were presented in the Board Packet.

5. Personnel Report

The following employment actions were made since the last Board meeting:

Appointments: Pauline Pao, Regional Market Coordinator, Enterprise Center, effective February 16, 2021; Mitchell Benally, Custodian, Physical Plant, effective March 1, 2021; Morgan Suneson, Computer Lab Technician, Information Technology Center, effective March 1, 2021.

Changes: Thalia Garcia-Charley, Temporary Full-Time Security Officer, Public Safety to Public Safety Security Officer, Public Safety, effective March 1, 2021.

Separations: Lorena McKinley, Senior Administrative Assistant, Office for Learning, separation, effective February 18, 2021; McKenna Fuller, Administrative Assistant II, Professor, Student Careers and Employment, effective March 2, 2021; Chance Ewing, Simulation Lab Coordinator, School of Health Sciences, effective March 12, 2021.

6. Deletion of Equipment from Inventory

College administration recommends the disposition of certain assets that are worn out, unrepairable, cannibalized, obsolete, or otherwise unusable. In accordance with Chapter 13-6-1 through 4 (Article 6) of the New Mexico State Statute, the Board is required to affirm the administration's recommendation. (The list of the assets recommended for disposition are included in the Board Packet.)

Recommendation

I recommend the Board approve the College administration's recommendation and approve the listed items for disposal.

7. Information Technology Remote Services Contract - CampusWorks

To provide for remote IT services to augment San Juan College's talent pool and staff power in areas including, but not limited to, strategic IT directions and planning, information and systems' security, Colleague ERP programming, customization and reporting, and other technical assistance as required by the College. On April 28, 2020, the San Juan College Board of Trustees approved CampusWorks for a three-year contract with an optional one (1) year renewal for a total not to exceed four (4) years. The cost of this

contract for Fiscal Years 2021 – 2024 was approved at \$1,999,600 (\$499,900 per year) plus applicable taxes.

To meet project management needs caused by an unfilled position within San Juan College IT, College leadership requests an additional 520 hours be added to the contract, split between Fiscal Years 2021 and 2022 at a total cost of \$82,160 plus applicable taxes.

The next segment of the contract between the College and CampusWorks is July 1, 2021 through June 30, 2022. College leadership recommends continuation of CampusWorks' services at the cost of \$499,900 as approved on April 28, 2020.

Funding for this contract is budgeted in the General Fund.

Recommendation

I recommend that the Board of Trustees approve: 1) The additional 520 hours of services at a cost of \$82,160 plus applicable taxes; and 2) The continuation of CampusWorks' services in Fiscal Year 2022 at a cost of \$499,900 plus applicable taxes.

8. Increase to Electrician Job Order Pool

At the April 2018 Board meeting a multi-year, multi-source award was approved for four (4) electrical contractors in the amount of \$300,000. The approved electrical contractors are all local contractors.

Echo Electric Company Inc., 610 DeKalb Rd, Farmington, New Mexico

Ross Wes Electrical Services Inc., 1332 W Murray Drive, Farmington, New Mexico

Silver Stream Electric Inc., PO Box 1222, Kirtland, New Mexico

Trophy Ridge Electric LLC, PO Box 6402, Farmington, New Mexico

This four-year contractor pool provides job order electrician services upon specific needs of the College. As jobs arise, contractors within the approved pool are selected based on their expertise and availability. Use of this pool enables the College to accomplish small projects without having to keep a full-time electrician on staff.

The College is near the end of the third year of this Board-approved four-year arrangement. Within the first three years, the College was caused to accomplish some larger-than-routine jobs including the 30th Street Education Center parking lot LED lighting retrofit, the Connie Gotsch Theater lighting upgrade, and fire alarm system repairs. As such, it is necessary to request an

increase to the 2018 Board-approved amount of \$180,000 plus applicable gross receipts taxes for the remaining fifteen (15) months of the job order pool.

Recommendation

I recommend that the Board of Trustees approve the requested additional spending authority, not to exceed \$180,000 plus gross receipts taxes, for the remainder of the electrical services contract.

APPROVAL OF CONSENT AGENDA

Mr. Chance moved and Ms. Benny seconded to take the recommended actions as presented on the Consent Agenda. **MOTION CARRIED** by unanimous voice vote.

ITEM G. OLD BUSINESS

None.

ITEM H. INDIVIDUAL ITEMS/NEW BUSINESS

1. AUTOMOTIVE ALIGNMENT RACKS AND MACHINES

The Automotive program needs to add two alignment racks and machines to keep its array of equipment consistent with the current state-of-technology. Under the guidance of the College Purchasing Department, pricing pursuant to New Mexico Statewide Price Agreement #80-000-18-00047AD was obtained from Snap-On Industrial for the acquisition of two complete alignment racks and machines to include installation. Snap-On Industrial is offering a 28% educational discount from state price agreement rates. Each alignment machine comes with all required attachments, Alignment Machine, Kit VIN code reader, 12K Scissor Alignment Lift, Paddle Kit, Turntables, and installation at a price of \$37,637.50 each for a total price of \$75,275 plus applicable taxes.

Funds for this purchase are within the Renewal and Replacement budget.

Mr. Thompson moved and Ms. Benny seconded to approve the purchase from Snap-On Industrial for \$75,275 plus applicable taxes. **MOTION CARRIED** by unanimous voice vote.

2. FIRST READING – REVISION TO BOARD POLICY NO. 806

College leadership recommends that the San Juan College Board of Trustees read and consider revisions to Board Policy No. 806 Administrative Services, Investments and Fund Balances, II. Fund Balances, A. Current Fund. In summary, recommendations for policy revision for the Current Fund cause:

- 1) a change in year-end fund balance from one-sixth year (two months) of operating budget to no less than one-fourth year (three months) of operating budget and
- 2) use of fund balance to be restricted to non-recurring items.

The proposed revision to Policy No. 806 Investments and Fund Balances, II. Fund Balances, A. Current Fund reads:

D. Current Fund:

Includes Instruction and General operations, auxiliary enterprises, independent operations, and public services.

The fund balance at the end of a fiscal year shall equal no less than one-fourth (i.e. the average of three months of expenditures) of the approved operating budget for the subsequent fiscal year.

Use of fund balance is subject to Board approval and will be limited to non-recurring uses including, but not limited to:

- *Coverage of outstanding encumbrances being carried-forward into a new fiscal year*
- *Capital projects*
- *Facilities repairs or upgrades*
- *Non-routine furniture, fixtures and equipment purchases*
- *Non-routine technology purchases*
- *Program start-up costs*
- *Maintaining minimum renewal and replacement balances as described in Policy No. 806 II. B. 2.*

Mr. Chance moved and Ms. Uselman seconded to direct College administration to place a second reading of the proposed revision to Policy No. 806, for further consideration and possible action, onto the agenda for the next scheduled Board meeting. **MOTION CARRIED** by unanimous voice vote.

3. RESOLUTION TO ENDORSE AND SUPPORT REQUESTS FOR EARMARK FUNDING FOR PROPOSED COMMUNITY PROJECTS: ALTERNATIVE ENERGY PROJECTS AND NATURAL RESOURCES

Whereas Congressional earmarks have recently been restored;

Whereas San Juan College has unfunded community projects that will benefit the citizens of County of San Juan, New Mexico and the citizens the State of New Mexico as well as the citizens in the “Four Corners” region of New Mexico, Colorado, Arizona, and Utah;

Whereas San Juan College School of Energy has proposed six community projects that will provide community development, economic development, or workforce development to the constituencies served by San Juan College;

Whereas these community projects provide education and training for alternative energy projects or natural resources initiatives;

Whereas these six community projects are:

Electric Vehicle Technician Certification,
Workforce Development Support Blue and Green Hydrogen,
Water Security, Sustainability and Utilization,
Helium Center of Education,
Environmental, Social, Governance Certification, and
Tribal Energy Management Studies.

Be it therefore RESOLVED that:

The San Juan College Board of Trustees hereby endorses and supports the College administration's aforementioned proposals for Congressional earmark funding to the benefit of the citizens of the County of San Juan, New Mexico and the citizens the State of New Mexico as well as the citizens in the "Four Corners" region of New Mexico, Colorado, Arizona, and Utah.

Approved: April 6, 2021

Joseph Rasor, Board Chairperson

R. Shane Chance, Board Secretary

Mr. Chance moved and Ms. Benny seconded to approve the Resolution to Endorse and Support Requests for Earmark Funding for the Proposed Community Project for Alternative Energy Projects and Natural Resources. **MOTION CARRIED** by unanimous voice vote.

4. RESOLUTION TO ENDORSE AND SUPPORT REQUESTS FOR EARMARK FUNDING FOR PROPOSED COMMUNITY PROJECT: MOUNTAIN BIKE PARK

Whereas Congressional earmarks have recently been restored;

Whereas San Juan College has unfunded community projects that will benefit the citizens of County of San Juan, New Mexico and the citizens in the "Four Corners" region of New Mexico, Colorado, Arizona, and Utah as well as visitors to the "Four Corners" region;

Whereas San Juan College has proposed a community project that will promote community development, outdoor recreation, and healthy lifestyles to the constituencies served by San Juan College;

Whereas this proposed community project will result in the development of a state-of-the-market mountain bike park on the campus acreage of San Juan College;

Be it therefore RESOLVED that:

The San Juan College Board of Trustees hereby endorses and supports the College administration's aforementioned proposal for Congressional earmark funding to the benefit of the citizens of the County of San Juan, New Mexico and the citizens the State of New Mexico as well as the citizens in the "Four Corners" region of New Mexico, Colorado, Arizona, and Utah.

Approved: April 6, 2021

Joseph Rasor, Board Chairperson

R. Shane Chance, Board Secretary

Mr. Chance moved and Mr. Thompson seconded to approve the Resolution to Endorse and Support Requests for Earmark Funding for the Proposed Community Project for and Natural Resources. **MOTION CARRIED** by unanimous voice vote.

5. RESOLUTION TO ENDORSE AND SUPPORT REQUESTS FOR EARMARK FUNDING FOR PROPOSED COMMUNITY PROJECTS: STUDENT HEALTH CENTER

Whereas Congressional earmarks have recently been restored;

Whereas many students at San Juan College lack adequate access to basic physical and mental health services;

Whereas appropriate physical and mental health improves student performance, persistence and completion in their course of studies;

Whereas a student health center has a key role in improving the condition of students' health and promoting healthy lifestyles;

Whereas San Juan College does not have a student health center;

Whereas the contributions of a student health center have a positive impact on the San Juan College community;

Whereas San Juan College School has proposed that a student health center be considered as a community project for Congressional earmark funding.

Be it therefore RESOLVED that:

The San Juan College Board of Trustees hereby endorses and supports the College administration's aforementioned proposal for Congressional earmark funding to the benefit of the student constituency of San Juan College.

Approved: April 6, 2021

Joseph Rasor, Board Chairperson

R. Shane Chance, Board Secretary

Ms. Uselman moved and Mr. Chance seconded to approve the Resolution to Endorse and Support Requests for Earmark Funding for the Proposed Community Project for a Student Health Center. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The date of the next regular meeting will be **Tuesday, April 27, 2021 at 7:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

A motion was made at 7:51 p.m. by Mr. Chance and seconded by Mr. Manning for the Board to meet in Executive Session subject to the exception in NMSA 1978, Section 10-15-1(H)(7) of the Open Meetings Act to discuss: Therese Millis vs. San Juan College. **MOTION CARRIED** by unanimous voice vote.

The Executive Session concluded at 8:09 p.m. and the matters discussed in the closed meeting were limited only to those specified in the motion for closure. Mr. Chance moved and Mr. Manning seconded the motion to return to the regular meeting. **MOTION CARRIED** by unanimous voice vote.

ITEM K. ADJOURNMENT

Mr. Manning moved and Ms. Uselman seconded the motion to adjourn the meeting. Chairman Razor adjourned the meeting at 8:10 p.m.

Mr. Joseph Razor, Chairman
San Juan College Board

ATTEST:

Mr. R. Shane Chance, Secretary
San Juan College Board

Date: April 27, 2021